



Thank you for ordering from Acrobat Outsourcing. Below are the employees we have scheduled for your upcoming job.

Your invoice will be based on the hours reported on this time slip.

Please ensure all employees sign in and out on this sheet and you sign the bottom confirming the hours.

Once this job is completed please click the link in the email that was sent with this time slip.

You can also go to [www.taborca.net/hours](http://www.taborca.net/hours) and enter the Job ID that is listed below.

From there please confirm the hours worked and make any adjustments necessary.

Once all hours have been electronically submitted, you may choose to print an invoice directly from our site or wait to receive an invoice via email.

**ALL COMPLETED TIME SLIPS SHOULD BE SUBMITTED BY THE NEXT DAY.**

FOR ANY STAFFING EMERGENCIES, PLEASE CALL 800-236-2276 x 2007

All injuries, regardless of severity, must be reported to an Acrobat Manager. Additionally, employees must call 1-800-252-5275 and provide the Acrobat code: DS9000 to complete a report.

ORL

To: Ritz Carlton Naples Golf -  
blanca.barroso@ritzcarlton.com

JobID: 258887 House Keepers & Laundry

SERVICE COMPANY EMPLOYEE WEEKLY TIME REPORT  
RITZ CARLTON GOLF RESORT NAPLES

PAY PERIOD: 11/26/2018 THRU: 12/02/2018 DEPARTMENT: Housekeeping and laundry

EMPLOYEE NAME	DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	DATE	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec
Marie Jacquet	IN	OFF	IN	IN	OFF	IN	OFF	IN
HSK hours total	OUT	OUT	OUT	OUT	12:00	OUT	OUT	OUT
Week Totals	IN	IN	IN	IN	12:30	IN	IN	IN
49.13	OUT	OUT	OUT	OUT	17:35	OUT	OUT	OUT
	TOTAL:	TOTAL:	TOTAL:	TOTAL:	8:50	TOTAL:	TOTAL:	
Merat Meralien	IN	6:00	IN	7:00	IN	7:00	6:55	IN
laundry hours total	OUT	12:00	OUT	12:00	OUT	12:00	OUT	OUT
Week Totals	IN	12:30	IN	12:30	IN	12:30	IN	12:30
	OUT	15:32	OUT	15:32	OUT	18:02	OUT	OUT
	TOTAL:	9:02	TOTAL:	8:02	TOTAL:	10:32	TOTAL:	10:50
		9:03		8:03		10:53		10:52
Jean Sene Charles	IN	OFF	IN	23:00	IN	23:00	OFF	IN
laundry hours total	OUT	OUT	OUT	2:00	OUT	2:00	OUT	OUT
Week Totals	IN	IN	IN	2:30	IN	2:30	IN	IN
32	OUT	OUT	OUT	2:30	OUT	2:30	OUT	OUT
	TOTAL:	TOTAL:	TOTAL:	8:00	TOTAL:	8:00	TOTAL:	16.00